

**LAKEPORT FIRE PROTECTION DISTRICT  
445 NORTH MAIN STREET  
LAKEPORT, CA 95453  
REGULAR MEETING MINUTES OF JAN. 9, 2018**

**CALL TO ORDER:** Chairman Whitehead called the meeting to order at 5:00 p.m.

***Pledge of Allegiance:***

**Roll Call:** Chairman Whitehead, Vice Chairman Whipple, Directors Williams, Mills and Davidson were present.

**AGENDA, CLAIMS AND MINUTES:** The Jan. 9, 2018 agenda and claims were approved as submitted; the Regular Meeting Minutes of Dec. 12, 2017 were approved as submitted.

**PETTY CASH CLAIMS:** There were no Petty Cash Claims submitted.

**CORRESPONDENCE:** The Administrative Assistant shared with the Board a thank you note from an 8<sup>th</sup> grader; he thanked the Firefighters for their help on the Sulphur Fire; a note was received thanking the Firefighters and staff for everything that we do; a thank you note was received from the Sterling Shores Home Owners Association thanking the Chief and crew for servicing and installing fire detectors at the park; the Chairman of Sterling Shores mentioned the crews professionalism and courtesy during the installation.

**CHIEF'S REPORT:** Chief Hutchison reported the District is moving forward with the discussed purchase of the Win Cam accounting software; (17-18 budgeted item); the software expense was included in the budget at 8,950.00 and the annual fee will be 1,000.00; Chairman Whitehead mentioned the software expense is listed in the budget and there was no need for a motion to approve this expense; the Chief continues to review the budget and reported the ambulance revenue is down 3%; the Chief is reviewing employment testing companies for the Captain's position; Kelseyville Fire will be testing for a Captain's position and there is a possibility that a joint testing could be done; the Chief has participated in a number of Cal Fire dispatch conference calls; there are significant changes taking place at Saint Helena Clearlake Hospital because Veri Health is no longer doing their transfer business.

**ADMINISTRATIVE ASSISTANT'S REPORT:** The Administrative Assistant reported the she has been busy with changing ambulance billing companies which was effective Jan. 1, 2018; she attended a Fire District's Secretaries meeting to discuss the Win Cam accounting software that the Lake County Fire District's will be implementing; she completed parcel tax information for the State Controller's Annual Financial Report; she recently updated the Systems Awards Management (SAM's) information for the District; the issuance of burn permits continues; a retirement party was held at Station 50 for Bob Ray's retirement; cake, ice cream and refreshments were served to wish Bob congratulations on his retirement; the City of Lakeport will be reading a proclamation for Bob on Jan. 16<sup>th</sup> at City Hall.

**BOARD OF DIRECTOR'S REPORT:** There was no report given by the Board of Directors.

**VOLUNTEER FIREFIGHTER'S REPORT:** Chief Hutchison reported the academy is going along smoothly with 7 new recruits participating.

**OLD BUSINESS:**

**Report and discussion on the possibility of adding a measure on the ballot to increase the unit of benefit fees in the District:** Chief Hutchison reported he is trying to schedule a meeting

with Cathy Saderlund, Lake County Auditor/Accessor to get accurate information in regards to various tax revenue areas that may or may not be paying property taxes in the District.

**NEW BUSINESS:**

**Report, discussion and possible action on Resolution 1718-05; Resolution 1718-05 is to move unanticipated revenue from the Sulphur Fire (10/8-19/2017) \$49,310.45 to expenditure accounts and into the Unreserved-Designated Equipment Reserve:** Chief Hutchison reported Resolution 1718-05 is to move unanticipated revenue from the Sulphur Fire into appropriate accounts to cover for the personnel wage expense and to place the balance in Unreserved-Designated Equipment Reserve; a motion was made by Director Davidson with a second to the motion by Director Williams to approve Resolution 1718-05; the motion was passed unanimously by the Board Members and the reading was waived.

**Report, discussion and possible action on Resolution 1718-06; Resolution 1718-06 is to move unanticipated revenue from the Ruth Fire (8/13-22/2017) \$11,961.20 to expenditure accounts and into the Unreserved-Designated Equipment Reserve:** Chief Hutchison reported Resolution 1718-06 is to move unanticipated revenue from the Ruth Fire into appropriate accounts to cover for the personnel wage expense and to place the balance in Unreserved-Designated Equipment Reserve; a motion was made by Vice Chairman Whipple with a second to the motion by Director Mills to approve Resolution 1718-06; the motion was passed unanimously by the Board Members and the reading was waived.

**OTHER BUSINESS:** There was no other business to discuss.

**AGENDA ITEMS FOR THE FEB. 13, 2018 REGULAR MEETING:**

- a) Report and discussion on the District being placed on the ballot for voter approval of a Direct Charge increase in the County.
- b) Closed Session- represented employees labor negotiations.

**CLOSED SESSION:**

Salaries, Salary Schedules or Fringe Benefits pursuant to Section 54957.6 of the Ralph M. Brown Act.

- a) Represented employees:

Chairman Whitehead adjourned to a Closed Session at 5:25 and reconvened the Regular Meeting at 5:45 p.m.

**Action Taken from the Closed Session:** The Board directed Chief Hutchison to schedule a Special Meeting at 11:00 a.m. on Jan. 16, 2018 with the District's attorney present to discuss labor negotiations; this will follow the "Meet and Confer" Negotiations Meeting.

**ADJOURNMENT:** The Meeting was adjourned at 5:47 pm.

Chairman, John Whitehead  
  
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Respectfully submitted,

  
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Linda K. Buckner  
Administrative Assistant/EMT